

4. PUBLICATION SERIES

4.1 Formal NTIA Publication Series

All of the publications in the FORMAL series require the formal review process and can be referenced. All series are now numbered in one sequence, to assist the public in locating documents. A typical document number will be XX-YY-NNN, where XX denotes the report series, YY is the last two digits of the year, and NNN is the three digits of the common report numbering sequence. All formal publications except the Restricted Report are typically placed on the website of the NTIA office that produced the report, and are deposited with GPO and NTIS. Publications include documents that are distributed via printed (paper) copies, websites, CD ROMs, etc., and any combinations of the above. ITS authors must give the ITS Publications Officer a copy of their final word processing files on CD, which the Publications Officer will then archive with the published reports.

NTIA MONOGRAPH (MG) (Hard cover)

A scholarly, professionally oriented publication dealing with state-of-the-art research or an authoritative treatment of a broad area. A monograph is expected to have a long-lasting value.

NTIA SPECIAL PUBLICATION (SP) (Cover varies)

Information derived from or of value to NTIA activities such as conference proceedings, bibliographies, selected speeches, course and instructional materials, directories, and major studies mandated by Congress.

NTIA REPORT (TR) (Blue cover)

Important contributions to existing knowledge but of less breadth than a monograph, such as results of completed projects and major activities. Subsets of this series include:

NTIA RESTRICTED REPORT (RR) (Red cover)

Contributions that are limited in distribution because of national security classification or Departmental constraints. These reports are not put on the web, nor are they deposited with GPO or NTIS. They are not included in public lists of NTIA publications.

NTIA CONTRACTOR REPORT (CR) (Gray cover)

Information generated under an NTIA contract or grant, written by the contractor. The author is identified as a contractor.

JOINT NTIA/OTHER-AGENCY REPORT (JR) (Blue cover)

This report receives both local NTIA and other agency review. Both agencies' logos and report series numbering appear on the cover.

NTIA SOFTWARE & DATA PRODUCTS (SD)

Software such as programs, test data, and sound/video files. This series is especially appropriate for software and data products that embody NTIA research for the purpose of transferring technology to U.S. industry. This series provides a formal mechanism for reviewing and distributing software.

NTIA HANDBOOK (HB) (Green cover or loose-leaf)

Information pertaining to technical procedures, reference and data guides, and formal user's manuals that are expected to be pertinent for a long time. The loose-leaf format may be used if updates are likely. Change pages and updates must receive full ITS review.

NTIA TECHNICAL MEMORANDUM (TM) (Tan cover)

Technical information typically of less breadth than an NTIA Report. The series includes data (e.g., measurement results), preliminary results of larger projects, and information intended for a specific, limited audience (e.g., technical tutorials).

4.2 Informal NTIA Publications

INFORMAL publications are submitted to the review process established by the release authority and cannot be referenced.

NTIA TECHNICAL NOTE (TN)

(Yellow cover)

Information, such as structure and use of special NTIA databases, spectrum measurements, spectrum resource assessments, etc., presented in a manner to provide rapid dissemination. This publication receives only informal review.

SPONSOR-ISSUED REPORTS

NTIA frequently authors reports issued by a sponsor under other-agency covers. Publications of report-level quality whose distribution is controlled by a sponsor should appear under the sponsor's cover rather than in the NTIA publication series.

BROWN/WINDOW COVER REPORTS

Reports produced for sponsors. These reports are not part of a numbered series and are not cataloged or indexed by the publications office.

NTIA WORKING PAPERS/WHITE PAPERS

Generated at division or lower level; internal or project-oriented reports, notes, and other informal communications of reportorial substance. These papers are not part of a numbered series and are not cataloged or indexed by the publications office.

4.3 Other Publications

NTIA provides information to other organizations through documents that are outside the formal and informal publication series. The rules on style for these documents fall outside the scope of this handbook. Authors should refer elsewhere (e.g., to relevant style guides) for formal instructions for any document in the list below. Examples of such documents currently produced by NTIA are as follows:

- C Filings with the Federal Communications Commission (FCC) and other agencies
- C IRAC documents
- C Federal standards
- C Military standards
- C Directory of field contacts
- C CCIR and CCITT documents (papers and draft recommendations)
- C Telecommunications infrastructure studies
- C Reports to Congress
- C Notices of Inquiry ("NOI") regarding public policy studies.